

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0129

ISSUE DATE: May 18, 2015

TITLE: Administrative Analyst 2, Data Processing

CLOSING DATE: June 1, 2015

DIVISION/UNIT: Codes and Standards / Director's Office

LOCATION: DCA Building, 101 South Broad Street, Trenton

SALARY RANGE: P26: \$64,677.09 - \$92,011.89

POSITION(S): 1

DISTRIBUTION: Department

DESCRIPTION OF MAJOR DUTIES:

In the Director's Office of the Division of Codes and Standards will assist the project manager of the RIMS system in identifying appropriate programming solutions to address data issues and assist in monitoring interfaces to ensure proper operations. The employee will be required to write/execute SQL statements against Oracle database, build/modify Business Objects Universes and develop Business Objects reports as requested. Individual will also be involved in the development, implementation, and quality control of all data processing systems of the Division of Codes and Standards; does other related work as required.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE:

Three (3) years of experience in work involving the review, analysis, and evaluation of organization and administrative practices to determine the need for revision or implementation of data processing systems in a large business or government agency.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

NOTE: A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of experience as indicated above.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

☒ A promotable eligible exist within the unit scope.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0129
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted on the basis of the resume.

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer